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OFFICE OF TRAINING

NOTICE  
NO. 10-54


19 April 1954

SUBJECT: Channels for Registration in OTR Courses

1. Attention is called to the fact that standard channels have been established to handle registration of Agency personnel in OTR courses.

2. These channels provide that requests for registration of ODP personnel come through Senior Staff Training Officers, and in the case of DDI and DDA personnel, through the appropriate Training Liaison Officer. Normally, all requests will be directed to the Registrar of OTR. Only in those instances where direct contact with an OTR Division has been authorized, such as language training or covert training, will this procedure be altered. Personnel of other OTR Divisions will not accept registrations or make commitments regarding enrollment in OTR courses.

3. In those cases where it is necessary to discuss training problems concerning ODP personnel, the contact will be made through Senior Staff Training Officers, who in turn may refer the problem to the appropriate Division Training Liaison Officer. Training problems concerning DDA and DDI personnel will be coordinated with the Training Liaison Officer of the appropriate Office. The Registrar will be advised immediately of any decisions reached concerning enrollment in OTR courses.

  
MATTHEW BAIRD  
Director of Training

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Pl: Distribution: All OTR Personnel

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